

PERFORMANCE WORK STATEMENT

National Academy of Sciences (NAS)

PR-ORD-21-02205

Task Order # 68HERC19D0011/68HERC22F0109

I. **TITLE:** Children's Environmental Health: A Workshop to Identify Future Priorities

EAS Short Title: NAS Children's Health Workshop

II. Task Order Contracting Officer Representative(s):

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III. PERIOD OF PERFORMANCE: 1 year from award

IV. PURPOSE OF TASK ORDER

The purpose of this task order (TO) is to conduct a workshop with a group of multi-disciplinary experts and produce a proceedings report to inform the need for research to guide future action regarding children's environmental health.

V. BACKGROUND

EPA's Children's Health Program will be celebrating 25 years in 2022. In order to inform the future direction of this program, EPA would like the National Academies of Sciences, Engineering, and Medicine's (National Academies of Science, or NAS) Board on Population Health and Public Health Practice and Board on Environmental Studies and Toxicology to organize and convene a workshop that brings together experts in epidemiology, toxicology, dose response methodology, and exposure science to highlight advancements in understanding the health effects from early life exposures to environmental hazards with effects across the life course, focusing on implications on priorities for action to protect health.

Sessions in the workshop may consider:

- The state of knowledge on the vulnerabilities of different early lifestages (i.e., prenatal, infancy, childhood, adolescence, people of childbearing age) to environmental exposures
- Key science areas to be addressed to advance our understanding of vulnerabilities across these lifestages
- Critical opportunities in policies and programs to address and improve consistent application of children’s environmental health knowledge in risk assessment and regulatory decision making based on existing science.

The presentations and discussions at the workshop will be documented in a workshop proceeding written by a designated rapporteur in accordance with institutional guidelines.

VI. SCOPE OF WORK

Based on preliminary conversations between EPA and NAS, a possible virtual workshop format would consist of a keynote speaker followed by two interactive sessions—each with about 3 expert speakers followed by a moderated panel discussion. A third session will be breakout groups that include invited panelists from various sectors, including non-profits, federal government researchers, academia, and the private sector, followed by reporting back in a standard fashion about what was learned in the breakouts and have a panel discussion to synthesize the primary themes from each group. The final session will be three expert speakers followed by a panel discussion to identify recommendations for federal action.

Example Agenda (Full agenda to be developed by the independent expert planning committee)

Welcome and Opening Remarks (15 minutes)

- Committee chair
- National Academies Staff Officer

Keynote presentation (20 minutes)

Question and answer session (10 minutes)

Session 1 (1.5 hour), State of the Science on Children’s Environmental Health, what we know, what we don’t know, includes three speakers, followed by a panel discussion

Session 2 (1.5 hour), Scientific areas that we need to address, includes three speakers, followed by a panel discussion

Closing remarks from day 1, member of the planning committee

Day 2

Welcome and Opening Remarks (5 minutes)

Keynote presentation (20 minutes)

Recap of Day 1 Themes (10 minutes) planning committee member

Session 3 (1.5 hours, 45 minutes in breakout, 45 report back and discussion) Breakout activity that will discuss *challenges and strategies for action* on topics discussed in Session 2 such as:

- Cumulative assessments of environmental risks to children for chemical and non-chemical stressors (i.e., social determinants of health)
- Impacts of climate change to children's environmental health and development
- How new technologies and innovations in toxicology can be used to protect children from environmental hazards
- How epidemiology can be best used in regulatory decision making to protect children from environmental hazards

Session 4 (1.5 hours), Recommendations for federal action on topics discussed in Session 3, includes three speakers, followed by a panel discussion

Workshop recap (10 minutes)

The final agenda will be developed by NAS in consultation with EPA. The above draft is intended to simply provide an example of the scope of work intended.

VII. DESCRIPTION OF TASKS

Task 1: Kick-off Call and Project Milestone Chart

EPA is requesting NAS to convene a teleconference and provide a "Project Milestone Chart" for this TO.

SubTask 1.1 Kick-off Call

The NAS shall convene a teleconference with the TOCOR and relevant EPA staff to review the study scope, committee identification, proposed milestones and deliverables, and communication plans. This teleconference shall occur within fifteen (15) business days of acceptance of this task order.

SubTask 1.2 Project Milestone Chart

EPA requests a project milestone chart that details significant activities for each task/subtask and expected progression of the deliverables. This chart shall be provided within thirty (30) business days of task initiation.

Task 1. Deliverables

Task	SubTask	Deliverable	Schedule
1	1.1	TO Kick-off Call Meeting Minutes	Within 15 business days of acceptance of this TO
1	1.2	Project milestone chart	Within 30 business days of acceptance of this TO

Task 2: Identification of Study Committee

The NAS shall identify a study committee of approximately 7-14 subject matter experts who (a) are recognized experts in the field(s) relevant to the request, (b) represent a range of broadly recognized views on children's environmental health, (c) and have been evaluated for conflict of interest or lack of impartiality. The National Academies will solicit nominations from the EPA and will consider those candidates with other nominations, but will independently determine who will serve on the workshop planning committee. The committee will be subject to the National Academies policies for bias and conflict of interest determinations. The National Academies will provide EPA with the biographical sketches of the provisional committee, when the committee is posted for the National Academies public comment period. EPA will provide feedback at this time for consideration by the National Academies that will indicate if there are any issues regarding potential conflict of interest (COI) or impartiality within the committee's 20 day public comment period. ~~NAS shall solicit nominations from the sponsor and consider those with other nominations to finalize a list of candidates but shall independently determine who will serve on the study committee. The NAS shall provide a final list of committee members that includes biographical sketches that indicate their proposed area of expertise and will indicate if there are any issues regarding potential conflict of interest (COI) or impartiality within three (3) months of acceptance of this TO. EPA may provide comments on the list regarding qualifications and COI/impartiality.~~

Task 2. Deliverables

Task	SubTask	Deliverable	Schedule
3	NA	Final lists of committee members including biographical sketches and report of COI/impartiality review	Within 3 months of acceptance of this TO

Task 3: Workshop Planning Teleconferences & Creation of Webpage

EPA is requesting NAS to conduct workshop planning teleconferences and provide a NAS Webpage for this TO.

SubTask 3.1 Workshop Planning Teleconferences

The NAS shall conduct 5-7 workshop planning teleconferences. Planning shall include the identification of expert speakers, in addition to the committee members, for participation in the workshop. Planning teleconferences shall begin once the committee is formed and continue through the date of the workshop.

SubTask 3.2 Creation of Webpage to Disseminate Workshop Information

Planning shall also include the creation of a NAS webpage for dissemination of information about the workshop, including the draft agenda within six (6) months. The TOCOR and alternate TOCOR shall be notified via email of the location of public websites or similar means used to disseminate information to the public during the course of this task, as well as relevant changes to them.

Task 3. Deliverables

Task	SubTask	Deliverable	Schedule
3	3.1	Conduct 5-7 Workshop planning teleconferences	Beginning 3 months after of acceptance of this TO through the date of the workshop
3	3.2	NAS webpage for dissemination of workshop information	Within 6 months of acceptance of this TO

Task 4: Experts Workshop

EPA is requesting that NAS convene a public workshop by webinar, provide a list of attendees and commenters, and post a recording of the workshop on the NAS website.

SubTask 4.1 Conduct Public Workshop by Webinar

The committee shall conduct a public workshop by webinar to gather information from relevant experts and other stakeholders. The TOCOR and alternate TOCOR shall be informed via email of the date, time, and agenda of the workshop at least one (1) month prior to the webinar. NAS shall set up and manage the webinar and provide any technical support for experts' participation. NAS shall also arrange for a professional writer to document the webinar in a manner that would assist the NAS to create a summary. All communications regarding the public webinar should go through the TOCOR and alternate TOCOR.

SubTask 4.2 List of Workshop Attendees and Commenters

The NAS shall provide EPA with a final list of all workshop attendees and public commenters within five (5) business days of the workshop.

SubTask 4.3 Recording of Workshop Webinar

The workshop shall be recorded and made available on the NAS website. The TOCOR and alternate TOCOR shall be notified via email, of the location of public websites or similar means used to disseminate information to the public during the course of this task, as well as relevant changes to them.

Task 4. Deliverables

Task	SubTask	Deliverable	Schedule
4	4.1	Date, time, and agenda of the workshop	1 month prior to start of workshop; Workshop to be held within 8 months of acceptance of this TO
4	4.2	Final list of all workshop attendees and commenters	Within 5 business days of the public workshop
4	4.3	Recordings of workshop available on the NASEM website	Prior to release of workshop summary (See Task 5)

Task 5: Summary of Workshop (optional depending on availability of funds)

A NAS webpage with materials related to the workshop and a summary of the workshop shall be provided.

SubTask 5.1 Workshop Proceedings ~~Draft Summary of Workshop~~

The National Academies will provide a pre-publication copy of the workshop proceedings. This proceedings will have been peer reviewed per National Academies' policies and procedures, but it may still require final copy-editing and formatting for publication. EPA may suggest edits or factual suggestions for consideration in accordance with National Academies' policies and procedures.

A draft summary shall be provided to the TOCOR within two (2) months following the conclusion of the workshop. The target audience for the summary report is policy makers, public health professionals, and the general public. This may be in the form of a text summary, graphical summary, or some combination of both.

SubTask 5.2 Final Summary of Workshop

The TOCOR will provide comments on the draft summary within one (1) month, and NAS shall provide a final summary to the TOCOR within one (1) month following receipt of the comments.

SubTask 5.3 Final Professionally Formatted Summary of Workshop

The professionally formatted final proceedings will be delivered to EPA.

A final professionally formatted version of the summary in Adobe PDF format shall be provided to the TOCOR within one (1) month of completion of the final summary. The TOCOR and alternate TOCOR shall be notified via email, of the location of public websites or similar means used to disseminate information to the public during the course of this task, as well as relevant changes to them.

SubTask 5.3 Workshop Summary on NAS National Academies Website

The final workshop proceedings will be published by the National Academies Press and will be referenced on the project webpage.

~~SubTask 5.4 Workshop Summary on NAS Website~~

~~The final professionally formatted workshop summary in Adobe PDF format shall be available on the NAS website prior to expiration of this TO.~~

Task 5. Deliverables

Task	SubTask	Deliverable	Schedule
5	5.1	Draft summary following conclusion of workshop	Within 2 months following conclusion of workshop
5	5.2	Final summary following receipt of TOCOR comments	Within 1 month of receipt of comments
5	5.3	Final professionally formatted version of summary in Adobe PDF	Within 1 month of completion of final summary
5	5.4	Workshop summary available in Adobe PDF on the NASEM website	Prior to expiration of this TO

VIII. ACCEPTANCE CRITERIA

The Contractor shall prepare high quality products and that are reproducible and transparent. Figures submitted shall be of high quality similar to presentations developed for national scientific forums and should be formatted as jpeg or TIFF files. Deliverables shall be edited for grammar, spelling, and logic flow. The technical information shall be reasonable complete and presented in a logical, readable manner. Text deliverables shall be provided in Microsoft Word 2016 or compatible format.